

epps

East Para Primary School

Working with families to provide a challenging supportive environment that engages learners as a community of thinkers.

General Information Book

INTEGRITY

Be the best person you can be

Respect

Value yourself and others.
Respect differences.

Trust

Believe positively in others and the will believe in you.

Caring

Care for yourself, others and the environment.

Honesty

Be open and honest in all that you do and say.

Responsibility

Be responsible for your actions.



We welcome you to

East Para Primary School

and trust that your family's association with the school
will be exciting and rewarding.

This booklet is designed to assist families,
especially those new to the school,
in gaining a broad understanding of School Routines.

The booklet will be updated regularly and we welcome
any ideas that would make it easier for you to use.

We look forward to a long and happy association with
you and your children.

This book is available on
Web Site <http://www.epps.sa.edu.au>



Government of South Australia

Department for Education and
Child Development

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HISTORY OF THE SCHOOL



East Para Primary School began its learning journey as Para Hills East Primary School and was first established as two schools, a Junior Primary and a Primary School in 1971.

Ms Puckridge was the first Principal of the Junior Primary School and Mr R Wilkins of the Primary School.

During the late 1970's the total number of students between the two schools was well in excess of one thousand. As housing development in the area increased, more schools were built to cater for increased school enrolments and the number of students at Para Hills East School began to decline.

In 1991, the Education Department moved towards amalgamating the two schools and this came into being on 23rd January, 1992. Since that time, our numbers have steadily increased to a present enrolment of 520 students.

In 2005 the school changed its name to [East Para Primary School](#) to continue its learning journey, establishing it as an individual identity to surrounding similarly named schools.

East Para Primary School ~ 2015



Principal: Mr Bob Greaves



OUR VALUES

We make our school **ITCHR**
by doing the **RIGHT THING** at the **RIGHT TIME**
for the **RIGHT REASON**



INTEGRITY

Be the best person you can be

Respect
Value yourself and others.
Respect differences.

Trust
Believe positively in others and they will believe in you

Caring
Care for yourself, others and the environment

Honesty
Be open and honest in all that you do and say

Responsibility
Be responsible for your actions



R	Respect	Value yourself and others. Respect differences.
I	Integrity	Be the best person you can be.
T	Trust	Believe positively in others and they will believe in you.
C	Caring	Care for yourself, others and the environment.
H	Honesty	Be open and honest in all that you say and do.
R	Responsibility	Be responsible for your actions.

Students at East Para Primary describe our values as



OUR VISION



Working with families to provide a challenging supportive environment that engages learners as a community of thinkers.

We believe everyone is a learner and that learning is a pathway through life. As a learning community, we are fostering self worth through a passion for learning that promotes autonomy and interdependence.

Learning

- occurs in a culture of inquiry where there is purpose and relevance for the learner.
- is co-constructed in an environment of intellectual rigour.
- is enabled by critical and skilled self-reflection.
- happens when we give and respond to critical feedback.
- can be unsettling, messy and fun.
- occurs in a futures' oriented environment that stimulates wonder and awe.
- occurs when there is rigorous and relevant assessment processes.
- occurs in the context of a sustainable global world.
- occurs when questioning challenges current beliefs, knowledge and understandings.

Learners

- are engaged in authentic and meaningful learning experiences.
- can express what they know, understand and do, in diverse contexts.
- are immersed in a challenging supportive environment that engages them as a community of thinkers.

SCHOOL TERM / YEAR DATES

Each school year is made up of four terms. The proposed Term dates are listed below.

2016

Term 1

1/2/16 – 15/4/16

Term 2

2/5/16 – 8/7/16

Term 3

25/7/16 – 30/9/16

Term 4

17/10/16 – 16/12/16

2017

Term 1

30/1/17 – 13/4/17

Term 2

1/5/17 – 7/7/17

Term 3

24/7/17 – 29/9/17

Term 4

16/10/17 – 15/12/17

ADMISSION OF NEW STUDENTS

Children who turn 5 years old before 1st May each year begin Reception on Day 1 Term 1.

Children beginning school for the first time are generally enrolled from a local kindergarten. Our local kindergartens are:

- Modbury North Ph 8264 3025
- Liberman Ph 8264 1550
- Valley View Ph 8261 8201
- Modbury Ph 8264 5933
- Ingle Farm Ph 8263 3772

Children over the age of five years transferring from another school are admitted at any time.



Time spent in Reception to Year 7

Students will spend one year in each level totalling eight years of primary school.

Exemptions to this are:

- The school and family agree that a child would benefit educationally by repeating a year.
- A 'gifted' child, who is also socially mature, skips a year level as agreed by the school and family.

Orientation Days for New Reception Students

- In Term 4, an invitation will be sent to each student due to begin in Reception the following year outlining the details of orientation visits.
- An invitation to a welcome morning tea for parents on the first day will also be included

Enrolment Forms

The Enrolment Form and an Information package are obtainable from the Front Office or from our Website: www.epps.sa.edu.au. These can be filled out at any time. We encourage parents/caregivers to do this early so we can predict numbers for future years.

Viewing the School

We encourage parents/caregivers to view our school and our neighbouring schools before making a choice of enrolment. Either Sue Legierski or Linda Vick are available at any time to show parents/caregivers around the school.

Please contact the **Front Office on 82643944** for an appointment time if you specifically wish an interview with the Principal.

SCHOOL HOURS

8.30am	Siren indicating when students enter the yard and teacher supervision is provided on the asphalt area.
8.50am	Siren to indicate students are to move to rooms.
8.55am	Lesson Time
10.55am	Recess
11.15am	Lesson Time
12.15pm – 12.35	Rec-3 Lunch in room
12.20pm	4-7 Lunch in room
12.35pm	Lunch play
1.15pm	Lesson Time
3.15pm	Dismissal

Dismissal Time on the last day of each Term is 2.15pm



ATTENDANCE / ABSENCE / LATENESS

In South Australia, children aged between 6 & 16 years are legally obliged to attend school. Apart from this, the regular attendance of children is crucial to their education.

It is expected that whenever your child is absent you will notify the school either by phone/email on the day or by a note and / or medical certificate on the child's return to school. If possible this note / certificate should be in the child's diary/communication book.

If a child is frequently absent, the school is required to advise School Attendance Officers.

It is an expectation that all students arrive in the classroom by 8.50am for an 8.55am lesson.

If a pattern of frequently being late is observed, the school is required to advise Attendance Officers. This is a Social Justice issue enabling all children to access the curriculum.

Any children arriving after 8.55am need to log in at the Front Office and take their Late Slip to their classroom teacher.

Early Release Procedure: If you wish to collect your child(ren) early from school you need to go to the front office before you collect your child and electronically record your pickup time and reason. A slip will be printed which must be taken to the teacher confirming that you have logged your child out with the correct procedure and that they are to let the student accompany you. This assures the safety of all students.

Family holidays during term time: Students away from school for 3 days or more, during term time, must have lodged an application for exemption from school attendance with the principal. Forms available from class teacher or Sue Legierski in the Front Office.

LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the School Grounds between 8.30am and 3.15pm **unless collected by a parent/caregiver.**

Prior notice may be given to classroom teachers, however, **early release procedures** must still take place. (See Attendance / Absence / Lateness above)

MOBILE PHONES / iPods / iPads

Mobile phones, ipods, ipads may be brought to school when the appropriate forms have been completed and agreed to by the classroom teacher. All devices will have a sticker placed on the back to signify this process has been satisfied.

ACQUAINTANCE NIGHT

Acquaintance Night which provides an opportunity for parents / caregivers to meet teachers will occur during Week 3 of Term 1 on a day and time to be agreed upon by the majority of staff.

All teachers have a written statement for parents / caregivers, to be sent home at least three days before Acquaintance Night. On the night, each teacher will provide a short information session to parents / caregivers and then answer any questions relating to the organisation, management and curriculum of the whole class.

HOT WEATHER POLICY

Duty of Care Policy states that when the temperature is forecast to exceed **36 degrees Celsius** children are to remain in their classrooms at lunch times. Teachers on recess duty can assess whether the temperature is extreme and if so, a yard duty teacher can sound three sirens to return children to their rooms. If the temperature has been forecast not to exceed 36 degrees but yard duty teachers believe the temperature has exceeded 36 degrees, via a mobile phone app etc, a yard duty teacher can come inside to sound three sirens to return students to their room.

WET WEATHER POLICY

On days when wet weather prevents outside play, children will remain indoors.

If the wet weather occurs during play periods, the siren will be sounded three times to indicate to the children they are to return to their classroom area.

If the oval is too saturated, it will be closed. A red flag fixed to the gate by the oval, will signify the oval is closed.

HAT POLICY

The following policy aligns with the recommendations for the Anti-Cancer Foundation.

Bucket or wide brimmed hats are to be worn:

- In Term 1 and 4 of each school year for play times and outside lessons

Hats are **NOT** required in:

- Term 2 and 3

This advice was a result of studies which clearly demonstrated that large numbers of children were low in Vitamin D.

Of course children are allowed to wear hats all year round, and if there are hot days in Term 2 or July/August, the wearing of an appropriate hat is advisable.

YARD SUPERVISION

Teachers provide yard supervision

- From 8.30am the asphalt area of the school grounds.
- At recess time from 10.55am to 11.15am on the oval and the asphalt area of the school grounds.
- At lunch time from 12.35pm to 1.15pm in the library when opened, in the hall at specified opening times, and on the oval and the asphalt areas of the school grounds.
- After school, in the drop off / collection zone until 3.45pm or earlier if all children have been collected before this time.

Children enter the yard from 8.30am. Children arriving before this time are to attend Out of School Hours Care.

Children are not to play on the equipment, or with sports equipment, from 8.30am to the 8.50am siren. This time is to meet with friends and where allowed, to enter their rooms and prepare for the day.

At the end of the day (3.15pm) children are to immediately leave the grounds unless involved in supervised sporting practices or attending Out of School Hours Care. Team sporting practices must have supervising adults present. If the supervisor/coach does not arrive until later children need to go home / attend Out of School Hours Care until a pre-arranged time when the supervisor (coach) arrives.

At the end of the day there is no supervision of any playground areas and as such children are not to be on equipment and / or playing in the yard.

Teachers on duty wear brightly coloured vests so they can be easily seen by students. Teachers on duty are supported by trained students at recess and lunch times. These students also wear a bright orange jacket.

Positive behaviour awards are given to students, at assembly, who are observed playing and interacting in line with school values.

AFTER HOURS USE OF SCHOOL GROUNDS

School grounds are used for sporting teams and school events.

People riding bikes, skateboards and roller skates are not to use the school grounds for recreation. This rule has been introduced because of the graffiti and vandalism caused by users.

Dogs are not permitted on the school grounds.

Golf is not permitted because it ruins the grassed areas.

People using the grounds inappropriately will be asked to leave. We encourage the community to care for their school by asking **offenders to leave and / or reporting incidents to the police or Security 81169230.** (Holden Hill Police Station 8207 6121)

Education Department Policy re trespassing is:

A person who is on school premises between the hours of 12 midnight and 7.00am is guilty of an offence under Regulation 14 of the Education Regulations, **unless that person:**

- Carries a security pass issued by the Principal authorising that person to be on those premises at that time.
- Is authorised by Spotless to be on those premises at that time and carries an identity card.
- Is licensed as a security agent under the Commercial and Private Agents Act, 1972, and carries a security pass authorising that person to be on those premises at the time.
- Is in receipt of a Hall Hiring Agreement.

A person must not remain on school premises after having been requested to leave the premises by:

- A member of the police force.
- An officer of the Department or of the teaching service.
- A member of the Governing Council.
- The Principal or their nominated representative.
- A person authorised by the Minister or the Principal to protect school property.

As a concerned parent /caregiver you have the right to ask people acting suspiciously or in contradiction of school rules to leave the grounds. If they become abusive or refuse to leave please contact the Education Department's Security - Phone 81169230.

CANTEEN

Lunch orders, are to be placed at the canteen before school each morning. Lunch bags can be purchased from canteen.

Children have access to the canteen at recess and lunchtime.

A Canteen administrator is employed for four hours per day. Parent/Caregiver Volunteers are always required to assist with the running of the canteen. If you are willing to be put on the roster please contact the Canteen Manager through the school on 8264 3944.

DRESS CODE

It is the policy of the school community that students attending East Para Primary School follow the Dress Code. It is important that students wear comfortable, hard wearing, easy to move in clothing so they are able to participate fully in the activities provided at the school.

Navy Blue, White and Maroon are the designated school colours. Maroon is only to be worn as a solid colour, exceptions being the tricolour windcheater and polo shirt and the maroon and white check school dress. The maroon is the shade of maroon available through local stores in the standard school range. A sample can be seen in the school office.



THE SCHOOL DRESS CODE IS DEFINED BY ITEMS CHOSEN FROM:

- The windcheater/rugby top and polo shirt in navy, white & maroon with Epps emblem.
- Plain Navy Blue or White or Maroon Long/short sleeved polo shirt, T shirt, cotton shirt or skivvy.
- Plain Navy Blue, or Maroon for Windcheaters, Jumpers, or Jackets.
- Plain Navy Blue or Maroon Trousers, Pants/Track Pants or Shorts **Not Denim**. A maximum of two white stripes, up to 1cm in width are acceptable on track pants.
- Plain Navy Blue or Maroon Skirts or Pinafores **Not Denim**
- Navy Blue & White check or Maroon and White Gingham dresses.
- Sports briefs are encouraged when girls are wearing skirts and dresses.
- **No Jewellery**, except Sleepers, Studs, Rubber Wrist Bands and Watches are allowed.
- **No Makeup** is permitted.

School Logos are to be embroidered onto fabric. Bulk orders are organised, through the Newsletter, once per term – see Lorraine Munro, (school bursar) for more information. Small commercial logos **NOT EXCEEDING 6 square centimetres are permissible**.

Wide brimmed, Bucket or Legionnaire hats as approved by the Anti-Cancer Foundation, are **compulsory** during all play periods and outdoor classroom activities. However, in accordance with the Anti-Cancer “Sun Safe” policy, hats are NOT required in Term 2 and Term 3.

Footwear – Strong firm fitting shoes suitable for physical activities must be worn.

Students on school excursions/camps will comply with the School Dress Code unless alternative arrangements have been made, between the **Teacher and the Principal**, because of the nature of the activity.

TRANSFERRING STUDENTS

Students transferring from another school may wear that school's uniform until able to purchase clothing in line with the Epps Dress Code Policy.

PLEASE NOTE Parkas and hats are the only items accepted in non-school colours.

EXEMPTIONS

Written requests for exemption can be submitted on the following grounds

- Religious
- Cultural or Ethnic
- New Students (time to purchase, wear previous uniform)
- Itinerant students
- Financial hardship
- Genuine medical or family sickness reasons

YEAR 7'S are given the opportunity each year to order a specific top either a windcheater and/or polo shirt using a student agreed design incorporating blue white and maroon or a combination of one or more of these colours

SCHOOL CAPTAINS

School captains are able to wear a school polo shirt with an extra strip of their house colour incorporated in the school stripes.

Students not wearing the appropriate top will have them replaced through the 'school store' for the day.

APPENDICES TO DRESS CODE POLICY APPENDIX 1 - UNIFORM SUPPLY

- All items of acceptable school wear in dress code colours including the new 2016 tops are available at Devon clothing at Clovercrest Shopping Centre, Montague Road.
- Lost property is put on display once a term. Notice placed in newsletter. Uniforms not claimed/sold are donated to charity.
- Sun Safe Hats are available from the Bursar's office at any time.

SPORTS AND PERFORMING ARTS TOP

The Sporting / Performing Arts top is not part of the school Dress Code.

Students who are selected as a school representative in a school sporting team or a Performing Arts event are able to purchase the top. For children who do not own a top the school will loan one for the event.

The Sporting / Performing Arts top can be worn on the day of the event; for full day events - to school, at the event and then home.

In the case of Performing Arts rehearsals where they are less than a full day - for the period of the rehearsal

- For am rehearsals wear to school and change after the rehearsal
- For pm rehearsals (eg J Rock) for the afternoon and then home

Sporting teams can adopt the top for their Sports uniform, to be worn at matches and practices at the discretion of the Coach. Each sport is to work out a policy of ownership and advise the Governing Council through their minutes

- Team coaches/officials can purchase/borrow a top.
- Teachers involved in organising/coaching/as officials can purchase/borrow a top.

Commemorative tops will be presented to;

- Students who are acknowledged through selection in Sporting / Performing Arts events at a higher level than the school team. (eg State representation in sport)

Additions to recipients for Commemorative Tops will be at the discretion of the Principal in the 'spirit of the policy'.



RECOGNITION DAY

EACH FRIDAY children may wear a purchased top that signifies that they have represented the school in an event or events.

Examples of tops include: SAPSASA Tops

The School Performing Arts / Sports top worn by our Netball teams

Pedal Prix tops

It is important to remember: This is about representing the school and NOT outside organisations such as club football, calisthenics.

Tops are only those purchased by parents not those loaned to students for specific events.

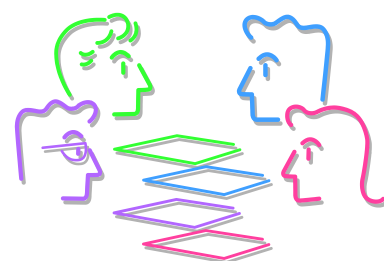
GOVERNING COUNCIL

The Governing Council is elected in February each year at the Annual General Meeting where parents are asked to nominate for a two year term. Council meets twice each term with meetings usually being between 1 ½ to 2 hours. To aid Governing Council in its role we establish Sub-Committees, Portfolios and Facilitators all of who report to the Council.

Sub-Committees

Current Sub-committees include:

- Finance
- Grounds
- Out of School Hours Care
- Netball Club
- Football Club
- Pedal Prix



If you don't want to become a Councillor perhaps one of the above areas would suit you.

Portfolios

As the need arises we form Portfolio Groups who come together to work on a special project/policy. These groups are usually for a short term only.

Facilitators

A Facilitator is a person who takes on responsibility for a specific program/ project.

For more information regarding Governing Council or its Sub-Committees, Portfolios and/or Facilitators please contact Vanessa Mortimor on 8264 3944.

CURRICULUM

The school teaches all curriculum areas as outlined in the Australian Curriculum. Our school also has an emphasis on:

- Metacognition
- Questioning
- Data / Assessment
- Private Music Tuition
- Building a Learning Culture
- Student Voice
- Co-constructed Learning
- The Arts

SUPPORT PROGRAMS

The school has the following support programs.

- Parents Assisting Learners, PALS. An Early Literacy targeting children from Year 1 and Year 2 if necessary.
- Learning Assistance Program, LAP, for students whose learning is affected by a low self esteem.
- Intervention programs where children are identified through Site testing.
- Specialised learning programs for students with Negotiated Education Plans.

OUT OF SCHOOL HOURS CARE

East Para Primary School operates an Out of School Hours Care Program daily between 7.00am to 8.30am and 3.15pm to 6.00pm, a Vacation Care Program during the school holidays and is open School Closure days.

Session times and costs at the time of publishing are:

Mornings

- \$7.50/session/child

Evenings

- \$15/session/child. Sessions are from 3.15pm to 6.00pm
- On days where the school dismissal is 2.15pm, ie, at the end of school terms, \$17 / child

Vacation Care Sessions are from 7.00am to 6.00pm

- \$34/day per child non excursion days
- \$44/ day per child excursion days

Closure Days

- \$34 per session/child

Early Close Days

- \$17 per session/child

Child Care Benefit is available to most families, please see the Director or contact Centrelink direct for more information and/or application forms.

For more information regarding our program please contact:

- The school 8.30am to 3.15pm on 8264 3944
- The OSHC Room on 8264 3283 during session times
- The Director, Joel Cooke 0422 008565

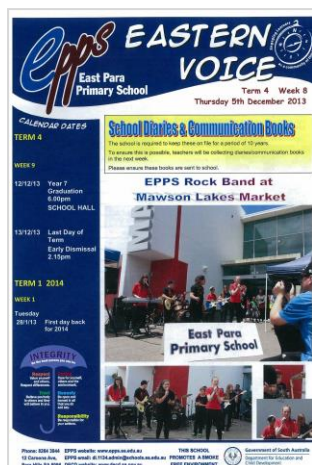


SCHOOL WEB PAGE / EPPS App

You can keep up to date about the happenings at East Para Primary by accessing the school Web Page the address is www.epps.sa.edu.au or the school App, available free for all smartphones.

www.epps.sa.edu.au





NEWSLETTERS

Students, staff and parents can contribute to the weekly Newsletter that is **published on our website and school app each Thursday**. The EPPS app is free on your smart phone from your on line store, simply type in East Para Primary School or EPPS. If you wish to have the newsletter sent home with your eldest child, please advise the front office.

ASSEMBLIES

R/7 Assemblies lasting between 30 to 45 minutes will be held each week on a day agreed by staff at the beginning of each year. Each class is responsible for running an assembly and there is different content each week. At each assembly we acknowledge students who are using their RITCHR values.

Assembly times will be advised through the newsletter. Parents / Caregivers are welcome to attend.

REPORTING TO PARENTS

Reporting at East Para Primary happens throughout the year and in many different forms that could include:

- **A Parent Survey**, which is sent home early in of Term 1 and was designed to encourage parents/caregivers to let staff know about their child.
- **Acquaintance Night**, held Week 3 in Term 1 and provides an opportunity for parents/caregivers to meet teachers and gives teachers the opportunity to outline their plans for the year. It is not a time to discuss individual children's needs.
- **Term Outlines**. These give an overview of the curriculum areas to be covered each term and can include information on how you can become involved in your child's classroom, early notice of any excursions that are planned, etc.
- **Parent / Teacher / Student Conferences**, similar to the parent teacher interview but the students will be expected to attend all or part of the time. An Action Plan will be formulated for students with specific learning needs and/or behavioural problems. These Conferences are usually held in Term 1.
- **Student Reports** are sent home in Terms 2 & 4.

RESOURCE CENTRE



Our Resource Centre, is open to all parents/caregivers and children from 8.30am until 3.30pm Monday to Friday. It is closed daily from 10.55 to 11.15am and opens at lunch time.

Students are encouraged to be responsible for their own actions such as their borrowings, looking after resources at home or in the classroom, returning their borrowed items by the due date and where possible re-shelving their returned items correctly.

Students are encouraged to use the area for a variety of activities during lunch and before school.

Parents/caregivers are most welcome to borrow for themselves and to help with library tasks, such as **mending, covering**, stocktaking and/or automation.

LEARNING TECHNOLOGIES

East Para Primary School is a leading school within the educational community in the use of computers / iPads to enhance learning outcomes for students.

As we move to an iPad environment PCs and Lap Top computers will be phased out for student access, except for a small bank of Lap Tops for 'High End' software requirements. All Year 6/7 students will have access to their own iPad. Years Reception to Year 5 have a ratio of 1:2. Replacement of iPads is a four year cycle which begins in 2015.

We believe that computers are a tool to enhance the curriculum and not a curriculum in their own right. We make the most of information communication technology to support our students in becoming better readers, writers and thinkers.



PARENT INVOLVEMENT



We encourage parents to be involved in the school at a level with which they feel comfortable. This can include working in classrooms, within the Literacy Program, Funtastics, PALS (Partners Assisting Learners), LAP, assisting with transport, coaching sporting teams and/or attending school functions.

We also encourage parents to consider joining our Sub-Committees and/or Governing Council (See page 14)

All parent volunteers are required to

- complete an application form from the DCSI Screening Unit to apply for Child-related Employment Screening. Clearances must be copied and kept on site.
- attend a course in Responding to Child Abuse and Neglect and give certificates to the front office for recording and to be kept on site.

For more information regarding any of these areas please contact the school on 82643944.

STUDENTS GET EXCITED ABOUT ...

At East Para Primary students are given opportunities to be involved in:

- Pedal Prix in Years 5 - 7
- Percussion Group Years 4 - 7
- Recorder Group Years 4 - 7
- East Para Rock Band Years 4 - 7
- Performance: Wakakirri, Years 4 - 7
- Choir Junior and Senior
- Book Cup
- SAPSASA

CONCERTS



Each year the school presents concerts featuring an item from each class. The dates will be set early in the year and publicised via the Newsletter. All students participate and are expected to attend.

The Concert is held over four nights. A small entrance fee is charged and should you have a child performing on more than one night the subsequent nights are free.

CHOIR

East Para Primary School has two established choirs who have lessons weekly. The Senior Choir consists of students from Years 5 to 7 and practice for 1 hour a week. The Junior Choir is offered to students from Year 3 to Year 4 and practice for 30 minutes a week.

The Senior Choir work on songs from the South Australian Primary Schools Music Association which culminates in an evening performance at the Festival Theatre in September. The songs are chosen to help students understand, pitch, harmony, tempo and choral conventions.

The Junior Choir work on songs chosen by the music teacher and involve unison singing, canons and split part vocalisation. The aim of the Junior Choir is to enjoy music and prepare them for the Festival Theatre performances as senior choir members.

Both choirs undertake various performances throughout the year including assemblies and special events.



SPORT



Sports offered by the school are dependent on the availability of Parent Coaches and or Managers. Sports presently offered outside of school hours are

- Netball
- Football.

Our school is affiliated with SAPSASA (South Australian Primary Amateur Sports Association) that allows our students to participate in

- District Carnivals
- Knockout Competitions
- Selection for State Championship teams
- Selection for Interstate teams
- Be Active Challenge

Involvement in SAPSASA competitions is supported by the school.

Families are responsible for their child/rens attendance at state and interstate trials and/or competitions and meet all costs.

HOMework

Homework is to take into account the busy life that families lead and that in many families all adults are involved in part/full time work.

While the setting of homework is not mandated parents have a clear expectation that teachers will expect children to practice sight word (early years), reading and number facts until they achieve the required age appropriate skill level.

Where Homework is set it is to

- be set over a seven day flexible cycle to allow for weekend completion (eg. your cycle may start on a Tuesday)
- be differentiated to meet children's learning needs
- contain no new learning
- be clearly written in communication books/diaries
- have the necessary information so children and parents are clear on all expectations
- be communicated electronically - on a class blog, by email or the App wherever possible
- largely focus on
 - sight words(early years), reading, spelling, number facts
- be marked by the teacher

Homework will engage students where they can see a purpose. This will occur where there is transparency, negotiation, mutually agreed goals and topics of interest.

Homework Times – a maximum of

R/2 – 10 minutes per night = 40 minutes per week

2/3 – 15 minutes per night = 60 minutes per week

4/5 – 20 minutes per night = 80 minutes per week

6/7 – 30 minutes per night = 120 minutes per week

Where parents request extra homework they should be directed to

- educational Apps/Web sites
- appropriate written material that can be purchased from book stores and/or on-line

Some teachers have found that including family life activities as homework has been well accepted and often increases children/parent communication. These have included physical activities, reading to a sibling/friend, local clubs, community volunteering, cooking, odd jobs and arts/music activities

CLASSROOM BEHAVIOUR POLICY

Each teacher is expected to negotiate class values and logical consequences with their students within the first week of each school year.

These values are to be posted in the room so they are obvious to everyone. Parents/caregivers will be notified of the values and the model that will be used in the room to support student behaviour in the first class newsletter and/or at Acquaintance Night.

We aim to support students to learn to make positive behavioural choices.

All classrooms have positive rewards within their classroom behaviour management structure.

AWARDS STUDENTS CAN EARN

Positive Play awards

These can be given to you at any time during recess and lunch. Staff on duty will look for students who are role modelling the school's RITCHR values. They can be given to you for playing appropriately, encouraging others to join in, supporting other students in the yard and helping to keep the school yard tidy just to name a few. Each positive play award will help you earn a point for your house team. Your name will be read out at the next assembly. Certificates are given out to students who have earned 5, 10, 20 and every 10 positive play awards after that.

Values Awards

These are presented to students each week at assembly. You can achieve these by demonstrating one or all of our RITCHR values. You can be chosen by your classroom teacher or classroom peers, or by other staff around the school. The Values awards are categorised under our RITCHR values of Respect, Integrity, Trust, Caring, Honesty and Responsibility. Each Values Award earned also adds 10 House Points to the House Point Trophy total for your team.

STUDENT VOICE

The most powerful student voice is within the curriculum as students learn and co-construct curriculum with their teachers.

Across school, student voice is facilitated by the school counsellor who facilitates SRC and School Captains

The Teacher Librarian promotes student voice through the Library Promotion Group.

Students participating in these and other forums;

- have the opportunity to develop leadership, management and at times financial skills,
- represent other students' opinions as well as their own,
- are school ambassadors for visitors and within the community,
- facilitate projects that support students at the school and outside agencies,
- provide fun activities for school community members.

Their role is:

- To receive ideas/projects from classrooms and act as a "filter" relating to:
 - timing,
 - preventing repetition.
- To implement ideas / projects.
- To attend district/state student leadership conferences as applicable.
- To attend class meetings as requested.
- To support / facilitate the advertising of events.
- To develop leadership skills and use them in 'real' situations.
- To manage budgets and direct monies in line with school policies.
- To celebrate Student Voice through articles, photographic displays, the web page, the school App etc.

SRC – Student Representative Council

What is SRC?

Each class has an elected representative and proxy that attend a fortnightly meeting. At the meetings students:

- Discuss and debate issues that are raised by individual classes or students
- Conduct surveys and canvas their peers on a range of issues related to the students and school
- Organise fun events such as Crazy Hair Day and Pyjama Day
- Organise to raise funds for charity such as the Childhood Leukaemia Foundation
- Report meeting minutes to their individual classes.

What is SRC Executive ?

SRC Executive is a group of year 5 to 7 students, who meet weekly. They are the action group for the SRC. These students work hard to implement SRC decisions, Organise and run events, present at assemblies, design posters and any other function that ensures SRC runs effectively.

How to become an SRC Member

To become a member of the SRC you will need to nominate yourself within your own class. Many classes have their nominees prepare a speech to be presented in front of their own class members. This speech usually consists of the nominee presenting their argument as to why they would make a great SRC representative for their class. This often includes the skills they bring to the role. After all the speeches have occurred then all of the class members vote for their preferred student to represent their class at SRC meetings.

How to become an SRC Executive Member

Becoming an SRC Executive member requires that you have firstly been successfully chosen as either your own class SRC rep or proxy (reserve if your rep is away). Secondly you will need to submit an application to the School Counsellor putting forward your arguments as to why you would be an excellent member of the SRC Executive. This can be completed in written form or an interview with the School Counsellor can be negotiated. If your application / interview is successful then you will be a part of the SRC Executive and involved in all SRC meetings as well as the SRC Executive meetings.

VAPS – Values and Peer Support

What is VAPS?

This is a group of year 4/5/6/7 students who are trained to support students in the yard during break times. We also have VAPS leaders who set up the term timetable and check that the rostered students attend their duty. These leaders provide support to the younger or new VAPS students in developing their skills as a VAPS member.

Some of the VAPS members' responsibilities are

- Helping new students in the yard, if they need it.
- Being friendly or looking after lonely or upset students in the yard
- Being a positive role model for students and displaying the school's RITCHR Values
- Be willing to gain the respect and trust of students in the yard
- Helping out with student disputes
- Supporting students to make the right choices whilst playing in the yard

How to become a VAPS member

To become a member of VAPS you will need to be in Years 4, 5, 6 or 7. At the start of the year you will need to nominate yourself and express an interest in being a part of the team. You will need to have a willingness to be trained in solving a range of issues that you may face in our yard at recess and lunch times. You need to be prepared to support other students in our school. A passion for demonstrating our RITCHR values is a must.

SCHOOL CAPTAINS

What is a School Captain?

These are student elected Year 7 students who represent each of the 4 School House Teams. East Para Primary School expects its captains to model the RITCHR Values as well as behaving in a courteous manner, engaging in safe play, completing work to the best of their ability, modelling the Dress Code policy including always wearing full school uniform and participating in school events.

These students undertake the following roles

- Act as Ambassadors for the school when required.
- Co-ordinate the Yard Award procedures and House Points including tallying of points, announcing at assemblies.
- Introduce themselves at the new parents transitional morning tea.
- Co-ordinate and organise their house team sports day events and practices
- Organise term meetings with their house team (eg to discuss yard clean up, dress code and RITCHR values)
- Organise Ballot papers for the next year's house captains voting and count the votes.
- Meet with the School Counsellor when required.
- Support the collection of student learning survey data R-2
- Write newsletter items as required and or update school web/intranet pages
- Introduce themselves to the school community through a profile article in the school newsletter

How to become a School Captain?

In term 4 as a Year 6 you will need to gain a nomination and a seconder from another Year 5, 6 or 7 student.

If your nomination is successful you will then be required to prepare and deliver a 2-3 minute speech to your house team, explaining why you would make a great School Captain for your team. Once all the speeches have been given you will be voted for by your house team using a secret ballot.

Each Nominee for each 'house' will then be scrutinised by the panel made up of; the School Counsellor, a Year 6/7 teacher and two current School Captains. The panel will take into account their speech, number of votes collected and any other relevant information.

At the start of the new school year School Captains will be announced at the assembly. Captains will begin their role immediately



DENTAL CLINIC

A dental clinic is situated at 77 Smart Road, Modbury, phone 08 74258700. In case of Emergencies outside normal Clinic Hours ring 8232 2651 for assistance.

RAISING A CONCERN OR COMPLAINT

"SHARING SUCCESSES AND GRIEVANCE PROCEDURE"

- PARENTS CAREGIVERS

At East Para Primary School all students, staff and parents/caregivers have the right to a safe and happy environment.

Good relationships between our school and its community give our children a greater chance of success.

Parents want the best for their children, so it is only natural that there will be times when they will want to share things they feel are going well or to raise concerns. These ideas or concerns may relate to classroom issues, yard behaviour, curriculum, school policies and practices. They may involve their own child, other children at the school, a teacher, a member of staff, other parents or the Principal.

Sometimes a concern is about something we have to do because of state or federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

It is important that we deal with these in ways that ensure problems can be resolved and that good ideas can be used to improve our school. We need to show respect for all parties, emphasise listening and sharing information, and handle issues in a quiet and calm manner. It is particularly important that our students see adults modelling respect for one another and showing confidence in our ability as a school community to work things through.

Be reassured that no parent, student or staff member will be penalised for raising an issue.

What to do if you have a concern or complaint

So that we can all work together to get the best outcome for your child, there are some simple steps to keep in mind if you have a complaint about public education and care.

Stage 1 – Talk to the school

The school should always be your first point of contact. Find an appropriate time to talk to your child's class teacher or other relevant staff member (counsellor, senior leader, principal) to discuss your concern or complaint. The school front office may be able to arrange a time for you to meet with the teacher or have a discussion over the phone.

The teacher will look into your concerns and get back to you. However, if you are still not satisfied, you may choose to follow up your complaint with the principal. They will work with you and the staff member to resolve the issue. To do this, you may choose to write to the principal (who will then acknowledge receipt of your complaint with a written response as soon as possible), or telephone the school to make a time to meet with the principal. If your concern is about a teacher then you may prefer to talk to the principal. If your complaint involves the principal then contact your local regional office of the Department for Education and Child Development.

The school will aim to resolve your concern or complaint ideally within 15 working days.

Stage 2 – Contact your Education Director

If you are not satisfied that your complaint has been resolved by the school – or if the principal is the subject of your complaint – you may choose to contact your Education Director, who will review your complaint. The Educational Director will aim to resolve your concern or complaint within 20 working days.

Stage 3 – Parent Complaint Unit

This unit has a dual function:

To provide advice and support to parents about their concern or complaint

To objectively review complaints that have not been resolved at the school or regional level.

Advice and support

You can contact the unit's hotline (1800 677 435 free call) at any time to discuss your concern or complaint or seek advice about solving school problems. Staff will follow up with you at a later stage to check about progress.

Principal: Marg Clark 82643944

Assistant Principal: Deb Gustainis 82643944

Assistant Principal: Aaron McPherson 82643944

Education Director: Ms Gerri Walker 82568227

EMERGENCY CONTACTS

The school aims to maintain an up to date file of Emergency Contact Numbers.

Please ensure that the school is given at least two other contacts besides parents as emergency contacts in case either/both parents are unavailable and if your details change at any time, advise Sue at the front office so that records can be changed.

A copy of your child's student record will be sent home each year for parents/caregivers to verify.

ACCIDENTS / AMBULANCE



Despite the fact that children are supervised throughout the school day, accidents do happen. Usually, accidents are of a minor nature. Sometimes, more serious accidents can occur and if this is the case, parents/caregivers will be contacted. Therefore, it is essential that current telephone numbers are entered on the school's records. If your telephone number and address change at any time, please let the school know immediately.

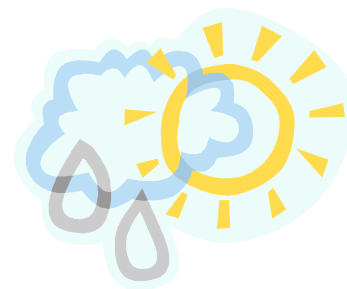
The Education Department Policy is outlined below:

- If a student is injured at school or on a school activity and the supervising teacher or senior first aider, considers that the student's condition is sufficiently serious to warrant attendance by an ambulance, an ambulance must be called.
- The Ambulance Service will render an account in the name of the parent/caregiver of the student concerned. This is in accordance with the requirements of the law.
- If the student or his or her parent/caregiver is a member of the Ambulance Service's family or individual insurance scheme, the account should not be received by the parent/caregiver concerned. If, however, an account is received in error, it should be returned to the Ambulance Service directly.
- If the parent / caregiver or the student, is not a member of the Ambulance Service, but has some other form of Insurance (eg Private health insurance or accident insurance) which covers ambulance services, the parent/caregiver must submit the account to that insurer.
- If the parent / caregiver or student, is not a member of the Ambulance Service, and does not have any other form of insurance in relation to ambulance services, the parent or guardian is invited to complete a Statutory Declaration and submit the form through the school Principal requesting payment of the account by the Minister.

STUDENT PLACEMENT

Students are placed for the following year at the end of Term 4 after input by parents relating to:

- One friend
- One child with good working relationship
- Children who would benefit by being separated
- Specific Learning needs
- Gender balance
- Social / physical maturity
- Cultural background



and input by staff who look at the above criteria, feedback from parents as well as focus on Learning needs.

The initial class structures are subject to change as numbers vary during the Christmas holiday period. Students and their families are informed of their room placement in their end of year report

On the first day of Term 1 an assembly is held at 8.50am, weather permitting, on the area by the library when teachers call out their classes before moving to their rooms. Adjustments if necessary are made during the first week.

PARENT / TEACHER COMMUNICATION



The school welcomes contact with parents / caregivers whether it be inquiries, offers, concerns or requests.

This can be through formal/informal contact, email, comments on the Web site and interview.

PARKING

Parking provisions in the school are limited. Parents are welcome to use the gravel area behind the main building which can be accessed **through** the bitumen staff car park, however, please see restrictions of use below.

**The “Drop Off” zone has a ONE MINUTE ONLY stopping time
from 8.30am to 9.00am and 3.25pm to 3.45pm.**

Cars can park in these areas outside these times.

People making use of parking behind the main building are advised that the front gate will not open until 3.25 each day

In the mornings this car park is used as **‘One Way - In Only’, until 8.55am.**

(Staff, who need to attend off site meetings, are the only exception to this.)

The Staff Car Park (bitumen area) is for staff

The front entrance gates are locked prior to 7.00am, between 3.00pm and 3.25pm, to prevent vehicles accessing the Drop Off zone at the time of the student's dismissal, and after 6pm at night and on weekends.

BANKING

Banking facilities for The Commonwealth Bank are offered through the school. Application forms are in the enrolment package or available from the front office.

Money is brought to the school, with deposit books each **Thursday morning**. Following collection by each class teacher, all books are sent to the Front Office.

Volunteer parents record the banking with the final transactions sent to Sydney by modem.

HOUSE TEAMS

What are House Teams?

At East Para Primary School, all of our students are a member of one of the four House Teams. These House Teams have played an important part in the history of East Para Primary School.

The teams are:



Students are able to support their House Team throughout the year in a variety of ways. Students are able to earn points for their team by receiving positive play awards at recess and lunch, earning house points during class time, earning points for their team on sports day and receiving Values awards. At East Para Primary School we have four perpetual trophies that each House Team strives to have their name engraved on by the end of each year. We have;

- The House Points Trophy for the house team scoring the most house points during class time.
- The Positive Play Trophy for the house team earning the most positive play awards during recess and lunch times.
- The Sports Day Tabloid Trophy for the house team receiving the most points during the Tabloid events on Sports Day. (Years 3-7)
- The Sports Day Athletic Competition for the house team scoring the most points during the Champion Sprints and Relays.

For each house team we have four leaders. These leaders are called School Captains. Each team has a boy & girl Captain and a boy & girl Vice-Captain. The School Captains support all their team members to do their best in all aspects of school at East Para. They role model the school's RITCHR Values and take on a range of responsibilities throughout the year. For further information see "School Captain"

How you become a member of a House Team?

To become a member of a house team is quite simple. If you have older brothers or sisters at the school already, then you will be placed in the same house team as them. If you are new to East Para Primary School, then you will be placed in a House Team once you have enrolled. We aim for a balance of numbers in each house, across the school. This means that some classes will have more or less of one colour. By averaging scores across classes we are able to ensure scoring is equitable.



Teachers are encouraged to organise camps and excursions relevant to their curriculum.

SOAP POLICY

Each classroom has a soap dispenser used by children when they go to the toilet. Please remind them to take it to the toilet on every occasion. Teachers will also remind students.

There are **four VAPS students** in the yard at recess and lunch times, wearing **bright orange tops**. VAPS students have soap dispensers in their bags. Children going to the toilet can ask these students for the soap.

We will also have a soap dispenser in the front office, just in case a student cannot find a VAPS student.

Parents/caregivers are also welcome to send along their own soap dispenser.

In a school students share many resources so it is very important that children wash their hands, with soap, each time they go to the toilet, to prevent the spread of disease.

MEDICINE

If your child needs medication during school hours, he/she probably needs to be at home. There are occasional exceptions, eg. asthmatic children for whom arrangements can be made.

If it is unavoidable and medication is needed for a particular child at school, please give the medicine (clearly labelled) with written instructions re time and quantity to the teacher or Sue at the Front Office if a willingness to accept the responsibility is indicated.

If the teachers or Sue are unable to accept responsibility then it is up to the parents/caregivers to make appropriate arrangements and/or where the children are old enough, for them to accept responsibility.

Please tell us about any allergies, sight or hearing problems etc. to enable us to take the greatest care of your child.



ILLNESS / FIRST AID

At school we ensure a safe environment for all children/students.

This includes a process to address individual health support needs. If a student is feeling unwell at school they will be sent to the front office for assessment. If their condition has not improved after a short resting period a parent/caregiver (if unavailable – a person from the emergency contact list) will be contacted to pick them up.

Generally, schools, preschools and childcare services are unable to provide for ill and recuperating children and students.

If there is an indication that individual health care may be needed, the parent/caregiver will be asked to provide **a health care plan, written by a relevant health professional**. The care plan should document recommended emergency and routine health and personal care support for the student. Information about medical conditions **(such as asthma, epilepsy and incontinence)** must be provided by a doctor or, in some cases, a clinical nurse consultant working under the direction of a doctor.

Wherever possible, children and students will be supported to learn responsibility for their own health and personal care needs in non-emergency situations. Children in the early years will have

supervision of their medication and other aspects of health care management. Older children can take responsibility for their own health care, in line with their age and stage of development and capabilities. Self-management will follow agreement by the student and his or her family, the worksite and treating health professionals.

Students incurring an injury at school will be sent to the front office for assessment and general first aid. Parent/caregivers will be contacted if further medical assistance is required. If deemed necessary an ambulance will be called and parents notified. A member of staff will accompany the injured student in the absence of parent/caregiver. Families covered for ambulance will need to use their health fund for compensation, families without cover may sign a statutory declaration stating that they have no cover for ambulance and submit it to the school.

HEALTH SERVICES

A regular health service is not provided through the school.

Parents / caregivers should utilise their own medical practitioner regarding all health problems.

The Parent Helpline is a telephone information service for parents **1300 364 100**.

It is available to parents of children from birth to 12 years who live anywhere in South Australia.

You are requested to check with your local doctor re immunisation programs

INFECTIOUS DISEASES

ND Is a notifiable disease. The health authorities will be notified on diagnosis of the condition by a health practitioner

Contact Health Department for recommendations.

CONDITION	Affected person (A) - CASES	people in CONTACT with (A)
Amoebic Meningoencephalitis	Person to person spread does not occur	
Bronchitis	Exclude until the person has been given appropriate treatment and feels well.	Not excluded
Campylobacter Infection ND	Exclude until there has been no diarrhoea for 24 hours.	Not excluded follow good hand washing procedures.
Chickenpox and Shingles ND	Exclude until all lesions have crusted, there are no moist sores and the person feels well.	Not excluded follow good hand washing procedures.
Cholera ND	Exclude until there has been no diarrhoea for 24 hours.	Contacts of a case should be observed for five days from the date of the last exposure.
Common Cold	Exclusion <i>not</i> necessary	Not excluded follow good hand washing procedures.
Conjunctivitis	Exclude until discharge from the eyes has ceased.	Not excluded
Cryptosporidiosis ND	Exclude until no diarrhoea for 24 hours.	Not excluded follow good hand washing procedures.
Dengue Fever ND	Exclusion is <i>not</i> necessary	Not excluded
Diphtheria ND	Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of anti-microbial therapy and the other 48 hours later.	Exclude family/domiciliary contacts until cleared to return by appropriate health authority.

Food Poisoning ND	Exclude until no diarrhoea or vomiting for 24 hours.	Not excluded follow good hand washing procedures.
Fifth Disease (Erythema Infectiosum, Parvovirus Infection).	Exclusion is not necessary	Not excluded follow good hand washing procedures.
Fungal Infections of Hair, Skin or Nails (Ringworm, Tinea Athlete's Foot)	Exclude until day after appropriate treatment commenced.	Not excluded follow good hand washing procedures.
Giardiasis	Exclude until diarrhoea has ceased for 24 hours.	Not excluded follow good hand washing procedures.
Glandular Fever (Mononucleosis)	Exclusion is not necessary. However, they should return when they feel well.	Not excluded follow good hand washing procedures.
Haemolytic Uraemic Syndrome (HUS) abd Shinga Toxin Producing Escherichia coli(STEC) ND	Exclude until no diarrhoea for 24 hours.	Not excluded follow good hand washing procedures.
Haemophilus influenzae type b (Hib) ND	Exclude until child has taken at least four days of antibiotic.	Not excluded follow good hand washing procedures.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.	Not excluded follow good hand washing procedures.
Head Lice (Pediculosis)	A child with headlice does not need to be sent home from school immediately but should be treated on the same day. Children may return to school the day after appropriate treatment has been given.	Not excluded
Hepatitis A (Infectious Hepatitis) ND	Excluded for one week after the onset of jaundice or illness	Not excluded
Hepatitis B & C ND	Exclusion is not necessary	Not excluded
Herpes Simplex Type 1 (Cold Sores or Fever Blisters)	Exclusion is not necessary Cold sores should be covered with a dressing where possible.	Not excluded follow good hand washing procedures.
Human Immunodeficiency Virus Infection (HIV AIDS Virus) ND	Exclusion is not necessary	Not excluded
Hydatid Disease ND .	Exclusion is not necessary	Not excluded
Influenza ND	Exclude until the person feels well	Not excluded
Impetigo – see School Sores		
Legionnaires' Disease ND	Exclusion is not necessary	Not excluded
Malaria ND	Exclusion is not necessary	Not excluded
Measles	Exclude for at least four days after the onset of the rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded for 14 days from the first day of appearance of rash in the last case of measles reported. If non-immunised contacts are vaccinated within 72 hours of their contact with the index case they may then return to school.

Head Lice (Pediculosis)	A child with headlice does not need to be sent home from school immediately but should be treated on the same day. Children may return to school the day after appropriate treatment has been given.	Not excluded
Hepatitis A (Infectious Hepatitis) ND	Excluded for one week after the onset of jaundice or illness	Not excluded
Hepatitis B & C ND	Exclusion is not necessary	Not excluded
Herpes Simplex Type 1 (Cold Sores or Fever Blisters)	Exclusion is not necessary Cold sores should be covered with a dressing where possible.	Not excluded follow good hand washing procedures.
Human Immunodeficiency Virus Infection (HIV AIDS Virus) ND	Exclusion is not necessary	Not excluded
Hydatid Disease ND.	Exclusion is not necessary	Not excluded
Influenza ND	Exclude until the person feels well	Not excluded
Impetigo – see School Sores		
Legionnaires' Disease ND	Exclusion is not necessary	Not excluded
Malaria ND	Exclusion is not necessary	Not excluded
Measles	Exclude for at least four days after the onset of the rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded for 14 days from the first day of appearance of rash in the last case of measles reported. If non-immunised contacts are vaccinated within 72 hours of their contact with the index case they may then return to school.
Meningococcal ND	Exclude until well. Diagnosis will be made in a laboratory from blood or cerebrospinal fluid. Important to seek medical attention.	Not excluded – very close contacts will be contacted by public health authority Others will be given information and advised to seek immediate medical help if they develop symptoms.
Mumps ND	Exclude for nine days or until swelling goes down (whichever is sooner)	Not excluded follow good hand washing procedures.
Murray Valley Encephalitis Virus Infection	Exclusion is not necessary	Not excluded
Exclusion is not necessary	Not excluded follow good hand washing procedures.	Not excluded follow good hand washing procedures.
Respiratory Syncytial Virus (RSV) Infection	Children with symptoms should not attend school until they are well.	Not excluded follow good hand washing procedures.
Roseola (Exanthem Subitum, Sixth Disease)	Exclusion is not necessary	Not excluded follow good hand washing procedures.
Ross River Virus (Epidemic Polyarthrititis) ND.	Exclusion is not necessary	Not excluded follow good hand washing procedures.
Rotavirus Infection ND	Exclude until diarrhoea and vomiting has ceased for at least 24 hours.	Not excluded follow good hand washing procedures.
Rubella (German Measles) ND	Exclude till fully recovered or for a least 4 days after onset of rash.	Not excluded follow good hand washing procedures.

Salmonella Infection ND	Exclude until there is no diarrhoea for 24 hours. Consult doctor.	Not excluded follow good hand washing procedures.
Scabies for more information www.health.sa.gov.au/peh/topics/topic-scabies.htm	Exclude until the day after appropriate treatment has commenced	Not excluded follow procedures to control spread.
School Sores (Impetigo) follow good hand washing procedures.	Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.	Not excluded follow good hand washing procedures.
Shigella Infection ND	Exclude until diarrhoea has ceased.	Not excluded follow good hand washing procedures.
Staphylococcus aureus (including Methicillin Resistant Staphylococcus aureus (MRSA))	Exclusion is not necessary <u>unless</u> skin lesions on exposed surfaces cannot be completely covered with a dressing.	Not excluded follow good hand washing procedures.
Streptococcal Sore Throat including Scarlet Fever	Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded follow good hand washing procedures.
Tetanus ND	Exclusion is not necessary	Not excluded
Thrush (Candidiasis) follow good hand washing procedures.	Exclusion is not necessary	Not excluded
Toxoplasmosis	Exclusion is not necessary	Not excluded
Tuberculosis (TB) ND	Exclude until medical certificate is produced from appropriate health authority.	Not excluded follow good hand washing procedures.
Typhoid and Paratyphoid ND	Exclude until medical certificate of recovery is produced. Antibiotic treatment helps reduce the time a person is infectious.	Not excluded follow good hand washing procedures.
Viral Gastroenteritis (Viral Diarrhoea) follow good hand washing procedures.	Exclude until diarrhoea or vomiting has ceased for 24 hours.	Not excluded follow good hand washing procedures.
Warts (Common, flat and Planter)	Avoid direct contact with warts. Exclusion is not necessary.	Not excluded follow good hand washing procedures.
Whooping Cough ND	Exclude for five days after starting antibiotic treatment. If not treated should be excluded for 21 days from start of symptoms. If in contact seek medical advice.	Exclude unimmunised household and childcare contacts from school for 14 days, or until they have been on antibiotic treatment for at least five days of a minimum 14 day course of antibiotics
Worms seek medical treatment and advice.	Exclusion is not necessary	Not excluded

CORRIDOR SAFETY

For safety reasons (e.g. fire) parents/caregivers and pre-school aged children are asked to wait in the playground before commencement of school and at the end of the day.

Parents/caregivers who wish to see teachers, are asked to wait until the corridors have cleared.

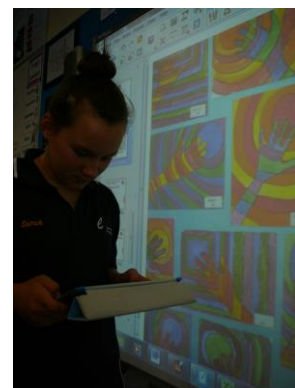
SCHOOL FEES

MATERIAL & SERVICES CHARGES

The School Fees for 2016 are \$328.00(Prescribed sum)

School Fees are used to support curriculum, to maintain school facilities, to support the administration of the school and to buy iPads and the initial allocation of classroom stationery.

School Fees are supplemented by Government monies in the form of 12 monthly instalments.



SCHOOL CARD SCHEME

School Card is available for families whose income falls within the Annual Guidelines.

Enquiries regarding eligibility for School Card are made through the Bursar, Lorraine Munro, who will have the relevant criteria and is able to arrange application with you.

PAYMENT OF MONEY TO SCHOOL

All money handled by the school is processed through the school Bursar.

Each student is issued with Materials and Service Charge, excursions and performance invoices. These invoices are not only a tax invoice but in the case of excursions and performances most times there is a Consent Form attached which needs to be filled out and presented to the Bursar with the money.

It is expected that any money is forwarded prior to the beginning of the school day (ie. prior to 8.55am), The Bursar is available from 8.30am.



When sending money to school with your child it is advisable to send it in a **sealed envelope marked clearly** with:

- **Child's name**
- **Classroom number**
- **Purpose (eg: books, excursion etc,)**
- **Amount**

BOOK CLUB

Children may order books at a reasonable cost through the Book Clubs:

Wombat	Rec / Yr 1
Lucky	Rec / Yrs 1, 2 & 3
Arrow	Yrs 5, 6 & 7
Star	Yrs 5, 6 & 7



Order forms are sent home monthly from the school. Money must be returned with the order form. Books take approximately three weeks to arrive.

MOBILITY POLICY

Parents/Caregivers with short/long term mobility problems can discuss alternative car parking arrangements by contacting the Principal.

EDSPEAK / GLOSSARY

BURSAR	Finance Officer
DECD	Department of Education and Children's Development
E.D.	Education Director
EPPS	East Para Primary School
C.A.T.S	Cross Age Tutors
EALD	English as an Additional Language or Dialect
Funtastics	Coordination Program
I.C.T.'s	Information Communication Technology
LaN	Literacy and Numeracy
LAP	Learning Assistance Program
OSHC	Out of School Hours Care
PALS	Parents Assisting Learners
SAASSO	South Australian Association of State School Organisation
SAASPC	South Australian Association of School Parents Club Inc.
SACSA	South Australian Curriculum Standards and Accountability Framework (Our Curriculum Documents)
SAPSASA	South Australian Primary School Amateur Sports Association
SHIP	Students with High Intellectual Potential
SSO	School Services Officer
SRC	Student Representative Council
TRT	Temporary Relieving Teacher
VAP	Values and Peer Support

The Staff and families of East Para Primary School welcome you as a partner in the learning journey of your child.

Together we provide a challenging, stimulating and safe learning environment that offers each child the opportunity to achieve their full potential.

